



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-073
EMERGENCY MANAGEMENT
EMERGENCY MANAGER

Position Title:	Emergency Manager	Pay Level:	\$26.32 – \$39.47
Position Open Date:	9/26/2024- Until Filled	Classification:	Non-exempt
Position Status:	Part-Time	Location:	Emergency Management
Supervisor:	Director Emergency Management		

POSITION SUMMARY:

Responsible for assisting with the coordination, oversight, and administration of the Pueblo’s Emergency Management Program; performs program development, evaluation, and compliance review; coordinates, develops, and maintains, emergency management plans, including the Pueblo of Jemez Comprehensive Emergency Operations Plan (CEOP), develop a Continuity of Operations Plan, and Emergency Action Plans.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Equivalent to a high school diploma/GED; AND four (4) years of experience in the provision of emergency management program/s/activities. Preferred Associate of applied science degree in Emergency Management or similar applied science degree.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver’s License
Background Investigation
New Mexico Certified Emergency Manager, Advanced Emergency Management Training, Incident Command Systems (ICS) training.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina and agility to perform emergency medical duties; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under expose to adverse environmental conditions and frequent travel.

ESSENTIAL FUNCTIONS:

- Completes all steps and trainings identified for the Pueblo of Jemez Personnel, Programs, and Departments to become National Incident Management System (NIMS) compliant to include revision of the current Pueblo of Jemez Comprehensive Emergency Operations Plan (CEOP) and Emergency Resource Directory to be in line with the State of New Mexico Crosswalk, accepted by NMDHEM and resolution through Pueblo of Jemez Tribal Council.
- Provides collaboration with all POJ Programs/Departments in the planning, development, implementation, analysis and documentation of emergency preparedness projects; reviews and analyzes operations, prepares reports of findings, and makes recommendations including, justification for procedural or policy changes; conducts emergency preparedness workshops, training, sessions, public awareness activities, table top exercises, full scale exercise that pertain to the Pueblo of Jemez; provides planning and management support before, during and after an incident or event; develops and facilitates emergency preparedness training.
- Completes required CRI (Cities Readiness Initiative) plans and attend CRI meetings as needed and required in the CRI contract with the State of New Mexico, and the Center for Disease Control; coordinates efforts with all agencies involved in the planning, exercising and response to CRI incidents.
- Acts as a Liaison with the New Mexico Department of Homeland Security and Emergency Management, State of New Mexico Department of Health Emergency Management, Federal Emergency Management Agency, Sandoval County Emergency Management, all other Tribes and Jurisdictions in Sandoval County, the State of New Mexico, and all Pueblo of Jemez Programs and Departments.
- Completes Threat and Hazard Identification and Risk Assessments (THIRA).
- Develops, supports, and conducts ongoing public information campaigns on Emergency Operations Planning to the Pueblo of Jemez Community Members/Staff.
- Provides guidance and consultation to the Pueblo of Jemez Director of Emergency Management, and Tribal Administration on funding sources through the State of New Mexico and Federal entities.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Practices and techniques of emergency management planning and operations.
- Practices of operational and planning record keeping and reporting.
- Applicable laws, codes, and regulations.
- Safety principles, practices, and equipment related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Principles and techniques of making effective oral presentations.

Skill in:

- Coordinating a comprehensive emergency management program.
- Interpreting, applying, and explaining complex federal, state, and local laws related to the areas of responsibility.
- Reviewing and reporting the operational characteristics of emergency management activities and operations.
- Training others in work procedures; maintaining accurate records and files.
- Compiling and summarizing information and preparing periodic or special reports related to the provision of emergency management services.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing successfully with a variety of individual from various socioeconomic, ethnic, and cultural backgrounds, often where relations may be strained.
- Making effective oral presentations to large and small groups.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024